

CONFIDENTIAL

5X1

Gentlemen:

It is understood that all work under the subject Task Order/Contract has been completed.

In order to close out this Task Order/Contract, the following requirements are necessary:

(A) Government Property:

Before the property records of the Task Order/Contract can be reconciled and closed, it is necessary that you forward a list of all Government-Owned Property you now have in your possession as a result of this Task Order/Contract. Accountability is required under Article 15.

The Government-Owned Property should be itemized by categories, i.e.: (1) Government Equipment (including both Government Furnished Equipment and Contractor Acquired Equipment that has been charged against the Task Order/Contract in whole or in part), (2) Residual Materials (including Government-Furnished Tooling and Contractor Acquired or Fabricated Tooling that has been charged against the Task Order/Contract in whole or in part). Each item should be identified by (i) a complete description (for tooling include a short statement of its use and for a description of the part that is fabricated with each item of tooling), (ii) condition, (iii) quantity, (iv) initial cost per unit, and (v) total cost per line item. Subtotals per sheet and an overall total should be provided.

Four copies of this inventory, identified by Contract Number and Task Order Number, are required.

Declass Review by
NIMA/DOD

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